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From: Commander, Naval Supply

Subj: USPS/MPSA BASE SECURITY ISSUES

Encl: (1) U.S. Postal Service Release (Undated)

1. Events over the past year resulted in USPS experiencing problems gaining access to military installations. Although the majority of problems experienced by USPS over the past year have been resolved, USPS and the Military Postal Service Agency determined it was necessary to provide guidelines that will allow continuation of mail and postal services if base security is increased in the future.

2. Enclosure (1) provides guidelines to establish procedures and protocols at installations during periods of heightened security. Ensure the Official Mail Manager and Security Manager at installations under your cognizance receive a copy of enclosure (1).

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DELIVERY AND RETAIL

UNITED STATES POSTAL SERVICE

USPS/MPSA BASE SECURITY ISSUES

Events over the past year have highlighted problems that can occur when security is escalated at Department of Defense installations. Mail and the postal facilities on bases represent an integral part of base operations. Postal management and the Department of Defense installation should establish protocols that allow continuation of mail and postal services if base security is increased in the future. Without establishing procedures to facilitate providing mail and postal services to the installation during heightened security events, operations on the base may be affected, members of the armed forces assigned to the base may not receive their mail and contractors performing services for the base may not be able to operate. The following guidelines should help establish procedures and protocols at your installation during periods of heightened security:

IDENTIFICATION BADGES: All postal employees are issued picture identification badges. These are federal government identification badges. These badges should be worn in a visible location above the waist by all postal employees on duty. These should be accepted as federal identification by base security personnel.

POSTAL EMPLOYEES: All postal employees are federal civilian employees. All postal employees, including Highway Contract Drivers, are required to undergo a background check and have a minimum security clearance. Postal employees should be held to the same level of action as any other member of the base community, including random checks as required. Please treat postal employees as you would any other member of the installation community.

POSTAL VEHICLES: Postal vehicles are either owned by the U S Postal Service or are leased. Government owned vehicles do not possess registration papers and they cannot be provided by the driver. The vehicle number is prominently displayed, and that number acts as a license number if no separate number plate is used. Leased vehicles are leased from private vendors, and registration papers should be available. We ask that all postal vehicles be treated as if they were military vehicles, since they are both owned by the Federal government and both have official business on the installation.

PRIVATELY OWNED EMPLOYEE VEHICLES: Privately owned employee vehicles should be registered with base security and if possible, identification decals for those vehicles should be issued. This is the responsibility of each vehicle owner. The assistance of the military mail manager interacting with base security on this matter is appreciated.

USPS POSTAL FACILITIES: US Postal Service facilities have been determined to be the property of the US Postal Service, not the Department of Defense. The Postal Service retains jurisdiction over these facilities rather than the military. Unilateral action should not be taken by the military in matters involving the postal facility, except in immediate life-threatening conditions. Any changes in procedures or security measures at those facilities should be taken as a joint action with proper consultation under the terms of the Publication 38.

CONTACTS: It is the obligation of the USPS facility to provide management contacts during all hours of postal operations and mail transport.

For further information, or if any issues arise, contact the Military Postal Service Agency, your official mail representative of your military branch, or your local U S. Postal Service District Manager.

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Enclosure (1)

